

ACCOUNTANT

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Accountant performs difficult professional work in maintaining a complex system of accounting records within established systems and procedures. Incumbent develops pertinent financial data for the preparation and review of the Comprehensive Annual Financial Report and prepares and certifies complex regulatory reports. Work involves conducting analyses and evaluating municipal accounting problems through the exercise of considerable independent professional judgment. Work is reviewed through periodic audits and through the review of reports by a technical supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals. Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reconciles and maintains bank accounts, bond registers, fiscal agent, and funds accounts monthly, and follows up on all exceptions.
- Prepares monthly bond payments to paying agents; resolves all technical accounting problems.
- Calculates City depreciation charges; computes interest on borrowed funds and maintains fixed assets records.
- Reconciles periodically utility collections accounts and stock room inventory.
- Prepares journal entries to reflect the results of financial transactions.

- Performs on-going audits, adjusts and corrects entries in manual and automated financial systems.
- Maintains City's accounts receivable records, including monthly billing.
- Closes books at end of year and prepares statements for financial reports.
- Prepares detailed account analyses as directed.
- Interprets and applies accounting policies to City functions.
- Prepares and coordinates reports for State and County grant reimbursements.
- Performs related duties as assigned.
- Is responsible for the detailed accuracy of reports, ledgers, bank accounts, bond registers, journal entries, fiscal agent and monthly accounts.
- Is responsible for gathering information for and preparing monthly statements, journal entries, weekly payroll costs, reports and other pertinent financial data.
- Is responsible for reviewing accounting principles and practices to ensure conformance with established policies and procedures; and finding and resolving all technical accounting problems.
- Is responsible for providing accounting assistance to other City departments.
- Is responsible for meeting established deadlines.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in accounting or closely related field, and two years of progressively responsible experience in accounting systems and procedures.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of office procedures, practices, systems, and equipment as applied to financial operations.
- Considerable knowledge of the City ordinances, policies, systems and procedures governing its financial operations.
- Considerable knowledge of accounting principles and procedures, and of their application to a variety of accounting transactions and problems.
- Working knowledge of ADP operations; familiarity with micro-computers and interface operations with mainframe computers.
- Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.
- Ability to analyze and evaluate accounting problems and to discern those requiring policy determination by supervisors.
- Ability to analyze and interpret fiscal and accounting data and to prepare financial reports and statements in accordance with predetermined requirements.
- Ability to establish and maintain effective working relationships with others contacted during the course of work.

- Ability to write clear, concise and accurate reports.